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28

9 July 1971

MEMORANDUM FOR: Director of Training

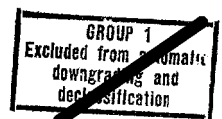
SUBJECT : Weekly Activities Report - Language School

25X1A9a 1. We have delayed instituting several administrative changes pending the clearance of one of our Language Assistants. Last September we interviewed a [] for the Language Assistant job in the Germanic and Slavic Departments. She is fluent in both German and Russian, is an American citizen, and has considerable administrative experience. As of yesterday, the clearance process was still incomplete; however, a representative of the Office of Security has advised us that we should have a decision about her sometime next week.

25X1A9a 2. [] conducted a workshop this week on the use of the 16mm projector, the carousel slide projector, and the film strip projector. Eighteen instructors participated in the course, none of whom had had prior experience with the equipment. All were able to operate the projectors successfully at the conclusion of the six-hour course, and declared themselves eager to try out their new skills in the classroom. The workshops conducted during the school break were offered in keeping with our goal of professionalizing the faculty wherever possible. The video tape workshop, postponed because of [] absence, will be offered again at a later date.

25X1A9a 3. With the help of a summer employee in the language laboratory, we are continuing to convert our tape collection to cassettes, so that all language tapes will be available for use both in the School and out. This week we looked at a high-speed cassette-to-cassette duplicator, with the thought

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that students might use it themselves in the future to make their own tapes, whenever they want them for retention. The machine is expensive, however, and we have no immediate plans for buying one.

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4. [] and two of our French instructors met with Monique Cossard, Chief of the French section at FSI, to discuss the new edition of FSI's Basic Course, which is about to be published. The informal meeting was the result of points that had been raised at last week's Romance Language Roundtable. [], who represented our faculty, were enthusiastic about the opportunity to talk shop with one of the authors of the book from which they teach.

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5. Personnel Notes:

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a. [] returned to work this week from her stay in the hospital; she was released without having to undergo an operation.

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b. [] joined our staff this week to fill a position that has long been vacant in the Language School's Registrar Office. She will work part-time with the Registrar and part-time with the Librarian.

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c. A provisional clearance has been obtained for [] another Lao instructor. He has been hired as an independent contractor and will work with [] on the task of recording tapes for the Lao course. Work on recording in the DLI studios started this week. Current arrangements call for two afternoons a week, with the possibility of additional hours as schedules permit.

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6. There were no classes held during the week of 28 June to 2 July, however, there were 33 proficiency tests given.

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[]
Acting Chief, Language School

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